



To: All HOME & CDBG Recipients
From: IHFA Community Development Department
Date: April 25, 2000
Re: HUD Sponsored Lead Training

Notice: FSP-00-07

Lead-based paint in residential homes can pose a serious health risk to families. In order to better protect families from this threat, Congress mandated revisions to Federal regulations. The regulations are effective September 15, 2000, and require practical actions in all housing receiving Community Development Block Grant funds (CDBG) and HOME Investment Partnerships Program funds (HOME). To assist State and local program administrators in making the changes needed to comply with the regulations, the U.S. Department of Housing and Urban Development (HUD) is offering a lead-training course.

Who Should Attend?

Staff from State and local housing and community development agencies including:

- ⇒ Housing Program Directors
- ⇒ Housing Program Staff
- ⇒ Rehabilitation Specialists
- ⇒ Inspection Staff
- ⇒ Environmental Staff

How This Training Will Help

1. Learn how HUD's new lead-based paint regulations affects programs receiving Federal funds for:
 - ⇒ Housing Rehabilitation
 - ⇒ Tenant-based rental assistance
 - ⇒ Homeownership assistance
 - ⇒ Special needs housing
2. Determine changes that need to be made in State and local housing programs to comply with the new Federal lead-based paint regulations.

115 W. Washington St.
Suite, 1350, South Tower
Indianapolis, IN 46204

(317) 232-7777
(800) 872-0371
<http://www.state.in.us/ihfa>



3. Develop an action plan to address lead-based paint in your local and State housing programs.

NOTE: This training is not a technical training course about methods for performing lead-based paint hazard evaluation and control work.

When?

May 16-18, 2000

Where?

Adam's Mark Hotel
Indianapolis – Airport
2544 Executive Drive
Indianapolis, IN 46241
(317) 248-2484

Cost

The lead training course is free; however, expenses for travel and accommodations are your responsibility.

Confirmation

A written confirmation will be sent to you before the training. The confirmation letter must be presented for admission to the training. You will be notified if a class is cancelled. If you have not received a confirmation letter, you have not been admitted to the class.

Accommodations

For each session, a limited number of hotel guestrooms will be available at a special group rate. Please make your guestroom reservations directly with the hotel. To secure the group rate, mention the course titled, *Lead Based Paint Training*, when making your reservation.

Travel Arrangements

Please make final travel arrangements *ONLY* after you have received your confirmation letter for admission. HUD will not be responsible for penalties incurred by non-refundable travel arrangements.

Special Needs

The training locations are accessible to persons with physical disabilities.

Persons who need auxiliary aids or services, such as interpreters for persons who are hearing-impaired, or a reader, large-print, or Braille for persons who are vision-impaired are requested to contact the Lead-Based

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Paint Training Coordinator at (703) 934-3392 at least three weeks prior to the workshop so that appropriate arrangements can be made.

Individuals using TTY/TTD machines may contact the Lead-Based Paint Training Coordinator at (703) 934-3230.

Agenda

- Part 1: Overview of New Lead-Based Paint Requirements
- Part 2: Incorporating Lead-Based Paint Regulations into Housing Programs – Rehabilitation, Homebuyers, TBRA, and Special Needs Housing
- Part 3: Implementing Lead Hazard Evaluation and Reduction – Assessing Local Capacity, Lead Hazard Evaluation Methods, Implementing Strategies, Administration and Operational Issues
- Part 4: Developing a Take-Home Action Plan

Registration

Please complete the enclosed registration form and either fax the form to Lead-Based Training Coordinator at (703) 934-3260 or mail the form to the following:

Lead-Based Paint Training Coordinator
C/O ICF Consulting
9300 Lee Highway
Fairfax, VA 22031-1207

What happens after I register?

1. You will receive a card acknowledging the receipt of your registration. This card is not a confirmation letter. If you do not receive an acknowledgement card within 10 calendar days, see the information on checking your status.
2. If you are admitted to the course, you will receive a confirmation letter. If you do *not* receive a confirmation letter, you have *not* been admitted to the course. If you have not received a confirmation letter three weeks prior to the course, see the information on checking your status.

How can I check my registration status?

Visit the HUD Office of Lead Hazard Control website at: <http://www.hud.gov/lea/leahome.html> to see if you are registered for a course or your position on the first-come-first serve list. If you do not find your name, fax an inquiry to the Lead-Based Paint Training Coordinator at (703) 934-3260 or e-mail your inquiry to icftraining@icfconsulting.com (mention Lead Training in the subject line of your message).

If you have any questions regarding this memo or lead-based paint, please contact IHFA Compliance Specialist, Mark Young, at (317) 232-7777 or toll-free at (800) 872-0371.

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Registration Form - Lead-Based Paint Training

Please reproduce this form and complete one for each individual who wishes to attend. If you are registering Priority Enrollment, please include the *Priority Designation ID Number* assigned to you by the Chief Executive* for your jurisdiction. All registration forms received without a Priority Designation ID Number will be processed using First-Come-First-Served enrollment procedures.

Please enter the location *and* date of the Lead-Based Paint Training you wish to register for:

Location: _____ Date: _____

Check one of the three options below:

- Priority Enrollment: I am submitting this registration form **before the priority enrollment cutoff date for my desired training** and have included my *Priority Designation ID Number* assigned to me by my Chief Executive. I understand that space must be available and I must receive a confirmation letter to be admitted to the class. I also understand that all registration forms received after the priority enrollment cut-off date for the requested session are processed according to the First-Come-First-Served enrollment procedures.

Priority Designation ID Number: _____

(ID Number can be found next to your name on the Priority Designation Form completed by the Chief Executive in your jurisdiction.)

- First-Come-First-Served Enrollment: I have not been designated by my Chief Executive to attend. Please register me for the First-Come-First-Served List. I understand that if space permits, I will be admitted to the session 4 weeks prior to the session.
- Executive Enrollment: I am a Chief Executive who will attend only the morning session of the first day.

Last Name	First Name	MI	Title	Organization (if applicable)
Address:				
<hr/>				
Street		City	State	Zip Code
Phone Number: _____		Fax Number: _____	Email Address: _____	

Please answer the following questions.

1. Which of the following best describes your organization?

- City, county, or state government agency
- Nonprofit organization
- HUD Field Office or Headquarters
- Other _____

2. Which of the following HUD programs does your organization use?

- CDBG
- HOME
- State/Small Cities CDBG
- Special Needs (HOPWA, SHP, S+C, ESG)
- Lead-Based Paint Grant

Where should I send this form?

Fax this form to the Lead-Based Training Coordinator at (703) 934-3260

OR

Mail it to the Lead-Based Paint Training Coordinator, c/o ICF Consulting, 9300 Lee Highway, Fairfax, VA 22031-1207.

What happens next?

1. Acknowledgement Card. You will receive a card acknowledging the receipt of your registration. This card is not a confirmation letter. If you do not receive an acknowledgement card within 10 calendar days, see the information below about checking your status.
2. Confirmation Letter. If you are admitted to the course, you will receive a confirmation letter. If you do not receive a confirmation letter, you have not been admitted to the course. If you have not received a confirmation letter 3 weeks prior to the course, see the information below about checking your registration status.

Caution: Do not make final travel arrangements until you have received a confirmation letter.

How can I check my registration status?

Visit the HUD Office of Lead Hazard Control website at <http://www.hud.gov/lea/leahome.html> to see if you are registered for a course or your position on the first-come-first-served list. If you do not find your name, fax an inquiry to the Lead-Based Paint Training Coordinator at (703) 934-3260 or e-mail your inquiry to icftraining@icfconsulting.com (mention Lead Training in the subject line of your message).

*Chief Executives: The term "Chief Executive" is used here to refer to the highest public official of the jurisdiction or a designated representative. This person typically is the mayor, county commissioner, or chief community development official.